



**Town of Winchester  
BUILDING PERMIT  
APPLICATION**

Approval Date:\_\_\_\_\_

Total Fee:\$\_\_\_\_\_

Permit #:\_\_\_\_\_

Expiration Date:\_\_\_\_\_

Code Enforcement  
1 Richmond Road  
Winchester, NH 03470  
603-239-4951 X 112  
[laustin@winchester.nh.gov](mailto:laustin@winchester.nh.gov)

*Owner Information – Who owns the property*

Name:\_\_\_\_\_ Address:\_\_\_\_\_ Phone #:\_\_\_\_\_

City/State:\_\_\_\_\_ Zip Code:\_\_\_\_\_ Email:\_\_\_\_\_

*Property Information – Where the work is to be done*

Street #:\_\_\_\_\_ Unit/Apt. #:\_\_\_\_\_ Street Name:\_\_\_\_\_

Map/Lot:\_\_\_\_\_ Zoning Dist.:\_\_\_\_\_ Floodplain: Y\_\_\_\_ N\_\_\_\_ if yes, what zone?\_\_\_\_\_

Is this property in the Historic District? Y\_\_\_\_ N\_\_\_\_ If yes, attach letter of approval from Historic District Commission

Is this property in the Shoreline Protection district? Y\_\_\_\_ N\_\_\_\_

Is the property in a mobile home park? \_\_\_\_ If yes, attach letter of approval from Co-op.

Energy Permit #:\_\_\_\_\_ Septic Approval #:\_\_\_\_\_ (attach documents)

Driveway Permit attached?\_\_\_\_\_ Town water or sewer approvals (the dept. must sign)\_\_\_\_\_

Applicant Information – If the applicant is not the owner

Company Name:\_\_\_\_\_ Address:\_\_\_\_\_ Phone #:\_\_\_\_\_

City/State:\_\_\_\_\_ Zip Code:\_\_\_\_\_ Email:\_\_\_\_\_

Name of Contact Person for this Project:\_\_\_\_\_ Phone #:\_\_\_\_\_

*Project Information – Describe the proposed improvements*

Permit Type:	Building	Electrical	Plumbing	Other:_____	# of Units:_____
	Mechanical	Pad/Slab			
Building Use:	Single-Family	Multi-Family	Commercial	Other:_____	# of Stories:_____
Work Type:	New	Addition	Renovation	Upgrade	Replacement
Deck	Pool	Fences over 6 feet	Carport	Other_____	Shed
	Chimney	Alternative Energy Type_____			Garage
					Value: \$_____

Description of Work:\_\_\_\_\_

Building size or addition size:\_\_\_\_\_ Any additional comments or notes:\_\_\_\_\_

*Contractor – Who is performing the work?*

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Email: \_\_\_\_\_

*Electrical, Plumbing and Mechanical sub-contractors – Signature indicates responsibility for compliance with laws and codes*

**Electrical Contractor – Master** State License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Email: \_\_\_\_\_

License Holder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*A copy of license must be attached.*

Work Order # from PSNH: PSNH Meter # (generating)

**Plumbing Contractor – Master** State License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Email: \_\_\_\_\_

License Holder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*A copy of license must be attached.*

**Mechanical Contractor** - State License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Email: \_\_\_\_\_

License Holder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*A copy of license must be attached.*

*Mechanical – Enter Number of New or Replacement Units*

Forced Air Furnace: _____	Air Handling Unit: _____	Unit Heater: _____
Boiler: _____	Heat Pump: _____	Gas/Oil Conversion: _____
Coil Unit: _____	Air Cleaner: _____	Space Heater: _____
Gravity Furnace: _____	Solid Fuel Appliance: _____	Hazardous Exhaust System: _____
A/C Compressor: _____	Electric Furnace: _____	Outside Kitchen Exhaust System: _____
Solar _____	Generator _____	Wood Pellet Stove _____
	Outdoor Boilers _____	

Utility Service Revisions: \_\_\_\_\_

*Type of Heating Fuel:*

Gas: \_\_\_\_\_ Oil: \_\_\_\_\_ Electric: \_\_\_\_\_ Coal: \_\_\_\_\_ Wood: \_\_\_\_\_ Other: \_\_\_\_\_

Est. Start: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Est. Finish: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Mechanical Work Est. Value: \$ \_\_\_\_\_

I hereby certify that as the applicant for permit, I am the owner of this property \_\_\_\_\_, or the owners' authorized agent \_\_\_\_\_ (check one). I hereby declare that the statements and information contained in this application and submitted in conjunction with said application are true and accurate to the best of my knowledge. I understand that I am responsible to ensure that all construction or other work will be completed in accord with all Federal, State and Local laws, code and ordinances, including but not limited to the State Building Code NHRSA 155-A. I understand that I am responsible to ensure that all inspections will be completed as required by the Town, and no structure will be used in violation of Federal, State and local laws, code and ordinances. The making of a false statement on this form shall constitute a criminal offense. My signature on this on this application grants permission for the Building Inspector to enter the property for inspections.

Attest: \_\_\_\_\_ Date: \_\_\_\_\_

*Signature of Applicant*

**SCHEDULE OF FEES:**

<b><u>Item</u></b>	<b><u>Number of Inspections</u></b>	<b><u>Fee</u></b>
Sheds/outbuildings/car parts	1	\$35.00
Signs, decks, porches, siding	1	\$35.00
Pools, fences, more than 6'	1	\$35.00
Modulars, Manufactured	4	\$.12 sq. ft.
Stick built homes	6	\$.12 sq. ft.
Barns, garages	2	\$.12 sq. ft.
Renovations	2	\$.12 sq. ft.
Slabs/ Pads	2	\$.12 sq. ft.
Additions	3	\$.12 sq. ft.
Commercial up to 2,000 sq. ft.	6	\$.15 sq. ft.
Commercial over 2,000 sq. ft.	unspecified	\$.20 sq. ft.
New multi-family	4-6	\$.15 sq. ft.
Electrical, plumbing, mechanical (EACH)	2	\$35.00 each
Solar, wind or generator systems	1	\$45.00
Re inspections	each ½ hour	\$17.00

***Office Use Only:***

Fee Computation: \_\_\_\_\_ Fee: \_\_\_\_\_

Date Paid: \_\_\_\_\_ Cash: \_\_\_\_\_ Check: \_\_\_\_\_

Date of Issuance: \_\_\_\_\_

Building Inspector's Authorization: \_\_\_\_\_ Date of Approval: \_\_\_\_\_

**WHAT REQUIRES A BUILDING PERMIT**

- ✓ New construction, renovation & additions. Renovations of a building or building systems. Renovations: a change to a building elevation, egress path, modifications to floor plan or layout where walls are greater than 5'9" in height.
- ✓ Construction of a structure: decks, porches, pools, sheds, barns, garages and signs. Must meet setback Requirements of the district.
- ✓ Relocation of a structure or change of occupancy type. New or replacement of a permanent heating system or air conditioner.
- ✓ Plumbing work on any building: water/sewer lines, septic tanks, wells and fire lines where additional lines or fixtures are added.
- ✓ Electrical work where load is increased or circuits added.
- ✓ Fences over 6'. Must meet setback requirement of the district.
- ✓ Any ventilation or cooling unit.

**WHAT DOES NOT REQUIRE A BUILDING PERMIT**

- ✓ Minor, non-structural repairs. Repairs mean: replacement of parts of a building with new parts that are the same or equal. Painting, paper, tiling, carpeting, cabinets, countertops, and similar work are considered repairs.
- ✓ Re-roofing, replacement of doors and windows providing they are not fire doors or egress windows. BUT THEY MUST COMPLY WITH STATE OF NEW HAMPSHIRE ENERGY COMPLIANCE CODES.
- ✓ Fences less than 6' in height.

**MATERIALS FOR SUBMISSION**

- ✓ Completed application with all necessary PRIOR approvals attached.
- ✓ Erosion control and sedimentation plans.
- ✓ Two set of construction plans (one for site and one for application).
- ✓ Scale for foundation, floor and elevation will be ¼" = 1'. Sections and framing ¾" = 1'.
- ✓ Site plan at a scale of 1" = 20', which will include lot line dimensions, setbacks, location of existing and proposed structures, all waterways and wetlands, location of well and septic, or location of water and sewer lines. Include the location of the driveway.
- ✓ This list is not inclusive

**REQUIREMENTS-GENERAL**

It is the applicant's responsibility to schedule inspections with a 48-hour notice. You must contact the Building Inspector's office at 603-239-4951 ext. 112. A Certificate of Occupancy MUST be issued before occupying the structure. Building permits are valid for one year. If work is not completed you must renew the permit. All new construction shall be completed within 18 months unless Board of Selectmen grants an extension. A permit may only be renewed once. Mechanical inspections require approval from the Fire Chief for operation. If you have any questions whether or not a building permit is required, contact the Building Inspector.